



## Skills Standards Frequently Asked Questions

**Our school is new (or returning) to Skills Standards, how do I get started?**

Access our Guidelines at: <http://dpi.wi.gov/sites/default/files/imce/cte/doc/ssguidelines.doc>

**How do I access Skill Standards Online Registration?**

Visit the New [Skills Standards Online Registration Instructions](#)

**When can I register my program?**

*You will be able to register your program at the start of the current school year. You must register your program **prior** to running your program. Registering your program at the end of the school year is not acceptable. The deadlines for registering are as follows: **first semester is October 31<sup>st</sup> and second semester is March 1<sup>st</sup>.***

**How do I edit student information?**

*You will not need to edit student information, as everything is entered using their WiseID.*

**Why can't I register my students for the Infant Toddler Skill Standards Program?**

*Infant and Toddler registration can only take place until after the process of completion of the ACCT certificate has taken place. Next year, the system will be setup to not allow Infant and Toddler registration until after ACCT certification has been achieved.*

**Why do I get an error when I try to submit my completer information?**

*Have you entered the correct scores? Each program area has a score range and if you enter a score outside of that range, you will get an error message. For a copy of the current scores for each program area go to our website at <http://dpi.wi.gov/cte/skills-standards> and download the current portfolio and worksheet for that specific program area.*

**What is the deadline for getting my completer information entered?**

*The deadline for completing all Skill Standards programs, except Employability Skills, is August 31<sup>st</sup>, however we give you until September 15<sup>th</sup> to enter your completer information online. The deadline for Employability Skills is December 31<sup>st</sup>.*

**When can I get my certificates?**

*You are now able to print all certificates onsite.*

**How do I contact the state office?**

*Please use email vs. phone to contact the state office. We have a large volume of requests at the end of the school year, and it is much easier and faster for us to respond to your inquiries via email.*

Robin Kroyer-Kubicek Skills Standards Administrator <a href="mailto:Robin.kroyer-kubicek@dpi.wi.gov">Robin.kroyer-kubicek@dpi.wi.gov</a>	Diane Ryberg ACCT & Infant Toddler <a href="mailto:diane.ryberg@dpi.wi.gov">diane.ryberg@dpi.wi.gov</a>
--	---



Denise Byrd Cooperative Education Skills Standards Employability Skills Standards Program Youth Leadership Program <a href="mailto:denise.byrd@dpi.wi.gov">denise.byrd@dpi.wi.gov</a>	
---	--